

**WALDO COUNTY COMMISSIONERS COURT SESSION  
SEPTEMBER 27, 2005**

**PRESENT:** Commissioners John M. Hyk (Chairman), Charles G. Boetsch and Amy R. Fowler, Communications Center Director Owen Smith, Technology Consultant James Arseneau and County Clerk Barbara Arseneau.

**TREASURER'S REPORT:**

Present with the Commissioners was Deputy Treasurer Karen Ward.

K. Ward reported that she had made an adjustment in the July 12, 2005 warrant. The Commissioners had approved for the Jail to have \$1,000.00 for supplies for Public Works. This has not been used yet, so K. Ward backed it off the warrant. The warrant amount is now \$1,689.30. Originally it was \$2,689.30.

**\*\*G. Boetsch moved, A. Fowler seconded accepting the removal of the \$1,000.00 from the July 12, 2005 Warrant. Unanimous.**

**FY 2006 BUDGET REVIEW:**

**TECHNOLOGY (1020-7000) Third Review:**

Present with the Commissioners was James Arseneau of J&B Diversified Associates, serving as consultant for the 2006 Technology budget preparation.

J. Arseneau informed the Commissioners that the computer support for all departments had increased, and funding for CSH had also increased. G. Boetsch asked for clarification for the acronyms "CAD" and "CSH." J. Arseneau explained that CSH is a computer company and CAD is communications-related, or Computer Assisted Dispatching. He explained that there would need to be an overlap of the two systems and there would be a transitional time period in which data would be transferred, the new system would be implemented with CSH as back-up until it was completely functional.

J. Arseneau further detailed the budget. He had "shaved \$2,500.00-plus off the telephone expenditures, but the laptop in the Commissioners Office is "dying and won't make it through to 2007. It needs to be replaced in 2006. It will come with a three-year warranty which is included in the price. Anti-virus software was briefly discussed. J. Arseneau proposed content-filtering be utilized. This would block sites that are not business-related, at a cost of \$3,500.00. Web site hosting was factored in for retaining the .GOV sites. A basic site has been posted and additional things can be done later.

The budget also included funding for 24 hour, 7 days per week support from CBE Technologies for the Communications Center machines only. A "grab-bag" was recommended for the Comm. Center as well. This would include everything that would be on a disk, with a laptop computer, etc. Everything would be done on disk rather than large volumes for evacuating and disaster.

The "wide-area network or "WAN" was discussed. It would be a networking connection with a central server for internal Email. The server would be in the Comm. Center Data Room. There would be reoccurring charges of \$1,000.00 that would be paid to Adelphia each month to maintain the fiber lines.

The CAD software was discussed. The two companies who had submitted bid proposals were IMC Spillman. Knox, Hancock and Penobscot Counties, with whom Waldo has entered into disaster

planning with, all use Spillman. Kennebec uses IMC but Waldo has very little interaction with that county. A server is required and is included in the price. J. Arseneau explained that there must be a domain controller and a Citrix Server.

A seven-year lease with a \$1.00 buyout would run about \$115,000.00 per year. It would provide unlimited users for Waldo County, the City of Belfast, Searsport and Lincolnville. It also includes Jail Administration which would have the capability to flag suicidal inmates, mental illness, etc., for example. The number for the integrated link to the State was not supplied.

J. Arseneau explained that if the County kept the CSH system, something to consider is that the updates promised in 2004 and 2005 were never received. There are only three to four customers in the state still using them, so response is rather poor considering that it takes two to three days before someone calls back when the County needs service. This system is on its way out. Passwords have to be collected and he has to sit down and watch to make sure they do it.

There was further discussion about the seven-year lease. There would be 5% interest on a seven-year lease and 4.8% on a five-year lease. A. Fowler asked about updates and if this program would be obsolete in seven years. J. Arseneau explained that the counties who have kept upgrades going on their Spillman system have done well with it. Those counties who chose not to keep up with upgrades because they did not want to spend the money have not had the same success.

J. Arseneau also mentioned that the \$115,930.00 includes the \$35,000.00 maintenance fee. He further related that Lincolnville, Searsport and Belfast could only look at things pertaining to their own town.

More of the Technology budget was reviewed. The law enforcement and Communications Center items were discussed briefly. B. Arseneau was instructed to fix a minor error with the Sheriff/Deeds line.

#### **TECHNOLOGY RESERVE:**

J. Arseneau informed the Commissioners that the State of Maine is looking at the recommendation of the Probate Sub-Committee for all Maine Probate Registries to use the same Probate Docket Software System. It may run as much as \$90,000 by the end of the three years for purchase and installation. J. Arseneau recommended \$30,000.00 be set aside for that in 2006 in the Technology Reserve. He reminded the Commissioners that the recommended amounts as established years ago by the Technology Committee have not been put into the Reserves properly because of budgetary constraints. The County should put \$90,000.00 into this Reserve for 2006, with \$30,000 of that earmarked for the Probate Docket System.

J. Arseneau recommended removing \$2,600.00 from the software contracts line.

#### **DISTRICT ATTORNEY – 1015 BUDGET REVIEW:**

Present for this discussion was Deputy District Attorney Leane Zainea, who explained that the biggest change in this budget was for the salary of the shared Child Advocate. This position is actually a Knox County employee whose position is shared between Knox and Waldo. Waldo reimburses its share of the salary cost to Knox. This particular employee is now eligible to have the spouse on the health insurance, hence the increase in Waldo's reimbursement. She further explained that a grant pays for \$22,700.000 for the Child Advocate and indicated that this grant has been available for nearly 20 years.

There was discussion of the Capital Outlay request which included a couch for witnesses, as they often sit waiting for hours at a time before being called to court. The Commissioners recommended that this be noted on the budget that this is a “Witnesses Couch” for clarity.

The Commissioners commended the District Attorney’s Office for a budget that was “well put together.”

**EMPLOYEE BENEFITS – 2025, AUDIT – 1090, DEPT SERVICE – 1095, INTEREST – 2000 AND PROJECTED REVENUE BUDGET REVIEW:**

Present for this review was Deputy Treasurer Karen Ward. When asked about calculating the projected revenue, K. Ward explained that she had spoken with Register of Deeds Deloris Page regarding the projected Deeds revenue for 2006. D. Page had indicated that she felt the revenue would be less in 2006 than it was in 2005.

K. Ward mentioned that more Miscellaneous revenue had been received so far this year than anticipated. She also mentioned that remaining 20% of the annual Corrections reimbursement had been received.

K. Ward briefly reviewed the Maine State Retirement calculations in the Employee Benefits budget.

Treasurer David Parkman had received a firm quote from the auditor he planned to use in 2006 and the quote was for \$5,500.00.

Debt Service is going down each year as the Communications Center loan is being paid off.

The interest figured on the Tax Anticipation Note was briefly discussed. When asked by the Commissioners how the County could avoid having to use a T.A.N., K. Ward responded that it would require a change in the County’s fiscal year to avoid this.

**CORRESPONDENCE**

Present for reviewing correspondence was County Clerk Barbara Arseneau to discuss correspondence and Deputy County Clerk Veronica LaBreck, to take minutes.

1. As requested by the County Commissioners, the budget requests now reflect the word “Personnel” rather than “Personal” Services.
2. After brief discussion about gas prices and recent change in the IRS mileage rate to .485 cents per mile, the County Commissioners voted as follows:  
**\*\*A. Fowler moved, G. Boetsch seconded increasing the mileage rate for Waldo County employees to the IRS rate of .485 cents per mile.** Discussion: Sheriff Scott Story was now present. He explained that with gas prices the way they were, the civil servants would actually start losing money. G. Boetsch felt that it should be .40 cents until the end of 2005. J. Hyk called the vote. **Passed by two, G. Boetsch opposed.**
3. Communications Center Director Owen Smith submitted a memo informing the Commissioners that he supported the request of Dispatcher Avis Davis for an unpaid leave of absence, commencing October 4, 2005. He cited section 8.10 of the Waldo County Personnel Policy.

**\*\*A. Fowler moved, G. Boetsch seconded authorizing the Leave of Absence for Avis Davis, starting on October 4, 2005. Unanimous.**

4. Cumberland County has announced that there will be Homeland Security Region 1 MGT – 312 Senior Official Workshop, October 4, 2005 from 9:00 a.m. to 4:00 p.m. B. Arseneau had sent copies to Sheriff Story, Communications Director Owen Smith and E.M.A. Director Richard Farris. She asked the Commissioners to let her know if any of them wished to attend.

5. B. Arseneau read to the Commissioners the terms of the lease agreement for the monthly rent of the tower in Liberty owned by Summit Communications. The lease for Waldo County will be \$100.00 per month to put equipment on that tower.

6. A. Fowler donated the door prize she received for up to \$650.00 worth of lead abatement services.

7. The following minutes were approved:

**\*\*G. Boetsch moved, J. Hyk seconded accepting the Commissioners Meeting Minutes from November 9, 2004 and September 28, 2004. Passed by two with A. Fowler abstaining because she was not Commissioner at that time.**

#### **JAIL BUDGET – 1050:**

Present for this review was Sheriff Scott Story. S. Story started with Capital Outlay and stated that he was for-going the Contact Visitation Room because it was felt that the audio and video equipment is extremely important. A. Fowler asked why this equipment wasn't in the Technology budget. (J. Arseneau was asked this question, as he was present in the next room.) J. Arseneau responded that it depends on what the Commissioners want to do. This could be networked with the Communications Center. J. Hyk felt that all systems need to be under a Technology heading.

J. Arseneau requested that the Commissioners not subtract the remainder of the \$2,600.00 in the Technology Budget.

The Commissioners suggested that the Commissioners, Jail and Sheriff's budgets be put on the same agenda and the same evening so that both J. Arseneau and Sheriff Story could be present to explain the systems. It was thought that the Communications Center budget might be included, as well.

G. Boetsch inquired about uniforms being \$8,000.00. S. Story told the Commissioners that when he gave them his budget, he didn't give them any "fat to beat up on." He only requests what is needed.

When asked if \$400,000.00 would be enough for inmate board in 2006, S. Story felt that it would be.

#### **SHERIFF'S BUDGET – 1075:**

S. Story remarked that if the fuel had not been a problem, this budget would have only been 3% higher than 2005. J. Hyk asked if S. Story had spoken with Facilities Manager Jim Conley about repairs to the Sheriff's building and Jail so that these could be budgeted in the Facilities Management budget. S. Story responded that he had not. J. Hyk mentioned he had asked one of the Detectives if the Sheriff's Office roof leaks. The Detective told him it did. S. Story said this was the first he had heard about that, and then asked, "How much money are we going to dump into this building? We've already spent a ton

of money because of the Department of Labor regulations. We're jam-packed like sardines! It makes no sense to dump money into this old house." J. Hyk informed S. Story that if the roof goes during the winter, it would have to be replaced. S. Story said there had only been one leak during the torrential May rains.

S. Story confirmed that the salaries were all at the 3% increase, with appropriate pay steps included for those employees that would earn them during 2006.

The cruisers were briefly discussed. S. Story told the Commissioners that he had been researching and was considering trying an S.U.V. The request was for two cruisers and one S.U.V. The S.U.V., without the light bar, would be the same in terms of gas mileage as a Crown Victoria with a light bar. This was due to a lot of wind resistance.

S. Story offered to discuss the Sheriff's facilities and modular buildings he had researched if the Commissioners would like, in the future.

#### **REGISTRY OF DEEDS BUDGET – 1065:**

Present for this review was Register of Deeds Deloris Page. A. Fowler asked about the price of the book cases that were being requested. D. Page explained that these are specially made for the compact books that Deeds is now using and they are created with a tilt feature.

D. Page informed the Commissioners that the Registry had been on the internet now since July and it was working well. "The Towns are pleased," she reported.

Transfer Tax was \$14,000.00 for last month and this was an extremely large amount.

D. Page told the Commissioners that the Archivist's budget should not have any Registry of Deeds items, so she was assuming that no money would be paid out of Deeds Surcharge in 2006. The Commissioners stated that this was the case.

#### **COMMUNICATIONS CENTER BUDGET – 1076:**

Present with the Commissioners was Communications Director Owen Smith. A. Fowler asked about the "sit/stand console lifts" being requested. O. Smith explained that for ergonomic reasons, they have to retrofit the current consoles so that people of differing heights, weights, etc. could use them.

G. Boetsch questioned the \$18,720.00. O. Smith explained that this was for the Northport Tower site and the Liberty Tower site. O. Smith provided a few more details regarding the County renting space with Summit Communications, LLC. The rent will be \$100.00 per month, or \$1,200.00 per year. He asked that the Commissioners sign the lease for the tower in Liberty at \$100.00 per month, which they did.

O. Smith informed the Commissioners that one of the dispatchers had requested time off for non-mandatory military service, but O. Smith had requested that this individual not be sent, due to hardship on the Communications Center, as they were already short-handed.

There was brief discussion of reserving money to finish the simulcast microwave build-out. O. Smith suggested that the Commissioners create a new reserve for Communications radio equipment. He

suggested calling it “Communications Build-out.” He commented that it looked as though there may not be any grant money for this project, but if there is, matching funds would be needed. He said if it could not be budgeted in the Reserve, it should be funded in the operational budget instead.

There was brief discussion regarding the uncertainty of receiving the Homeland Security Grant that had been applied for late this year. As it was, this year there was a “large pot of money and people had to submit a request showing how much they needed. He expressed his concern that the County might not receive any funding at all due to the grant application being “dropped” until after the deadline.

#### **EMERGENCY MANAGEMENT AGENCY BUDGET – 1010:**

Present for this discussion was EMA Director Richard Farris. A. Fowler noted that this budget was down 7% from 2005 and wondered why. R. Farris explained that this was because both part-time clerk positions were being eliminated and replaced by one full-time position. It will be funded 50% by the Federal Government. The other reason the budget was reduced was because some of the costs were moved to the Facilities Management budget.

G. Boetsch asked where the County would obtain funds in the event of a major disaster in the County. R. Farris replied that it would be reimbursed by the Federal Government. Expenses would be declared. The Towns have picked up almost \$650,000.00 in Federal money form damages sustained during some of the rain storms in May.

**\*\*G. Boetsch moved, A. Fowler moved to sign the contract with the Summit Communications, LLC for a lease on their tower in the Town of Liberty at \$100.00 per month. Unanimous.**

#### **FACILITIES MANAGEMENT BUDGET – 1030:**

Present for this discussion was Facilities Manager James Conley. The Commissioners requested that the budget request for a truck be in one line item, not be divided between two line items. S. Story was still present. When asked if the figures for Jail and Sheriff Maintenance looked appropriate, S. Story felt that he shouldn’t comment on the numbers because he hadn’t talked to the contractors the way Jim had.

There was brief discussion about the recent Department of Labor inspection. J. Conley asked permission to dispose of an old, unsafe table saw and two grinding machines.

**\*\*G. Boetsch moved, J. Hyk seconded authorizing the Facilities Manager to dispose of the table saw and grinder. Unanimous.**

J. Hyk requested that J. Conley obtain an estimate of how long the roof could last. The amount may need to be guessed at in terms of a reserve account.

#### **RECORDS PRESERVATION BUDGET – 2040:**

Present with the County Commissioners was Cheryl Coats. Regarding the budget that kept the archive in the law library, C. Coats said she spoke with Justice Marden and had asked if she could switch space in the law library for records storage. The Judge had stated that this would not be a problem.

Secured retention of confidential jail records was briefly discussed. It was mentioned that the archival records and preservation records should be kept in the same area, as this would share space and equipment. There are 262 cubic feet of Jail records now in a space that is not appropriate. These are not

secure and are in a bad place. C. Coats mentioned that these records are only the past 25-years and did not even include the Sheriff's records.

C. Coats offered her opinions on two possible buildings that the County might use: The business Center in Searsport is the best. There was discussion of the records storage needing to be located in the County Seat, which is Belfast. B. Arseneau was asked to research the statutes related to this. Cheryl and Jason Coats were asked to look at possible location in the former Sears space in Belfast.

#### **GRANT WRITING BUDGET – 2050:**

Two grants have been received so far. The Commissioners recommended leaving the budget as it was presented.

#### **PROBATE BUDGET REVIEW – 1070:**

Present for this review was Judge Susan Longley and Register of Probate Joanne Crowley. The Commissioners inquired about the request for Court Officers. J. Longley explained that this was based on 52 weeks in the year with Court every Wednesday. It was thought that it might be a part time officer, but it could be an officer at time-and-one half. This cost has come out of the Sheriff's budget up to this point.

There was brief discussion of possible coordination with the State, but Probate Court is not a State court. It is a County court. There was brief mention of the unused metal detector that is shuffled from one courthouse in Maine to another to share. It remains unused at this time, because there is nobody to man it. The example was used of a Judge of Probate who was threatened and the officers went to all the wrong courtrooms. Judge Longley suggested a possible way to save money could be just to hire security for those cases known in advance to have potential for being "loose canons." S. Story, who was also present, was asked if he would be willing to work with that arrangement. He responded that it is still a bit of work, but he would be willing to do it.

J. Hyk stated that there was a need to arrange for the proper time for more discussion on this matter, but the Commissioners needed to move forward with reviewing the rest of the budget.

The line item for Court Appointments was reviewed closely and discussed. The Commissioners explained that the Treasurer had expressed concern about the overdraft of this line and wondered if enough had been budgeted for 2006. J. Longley explained how court appointments work and said she hoped to work within the requested figure and was setting up a system of reimbursement for some of the costs associated with this.

The Commissioners informed the Register and Judge that they had agreed to earmark \$30,000.00 in the 2006 Technology Budget to go toward the purchase of the new Probate Docket System.

#### **EXECUTIVE SESSION:**

**\*\*G. Boetsch moved, A. Fowler seconded entering into Executive Session under Title 1, § 401 D. for Collective Bargaining Unit (Union) discussions at 1:14 p.m. Unanimous.**

**\*\*A. Fowler moved, G. Boetsch seconded exiting Executive Session. Unanimous.**

**\*\*A. Fowler moved, G. Boetsch seconded accepting all proposed budgets as changed, as a group. Unanimous.**

**\*\*G. Boetsch moved, J. Hyk seconded recommending \$2,000.00 for the Eastern Maine Development Corporation budget request. Failed with J. Hyk in favor and G. Boetsch and A. Fowler opposed.**

**\*\*A. Fowler moved, G. Boetsch seconded allowing no funding for Eastern Maine Development Corporation. Discussion: J. Hyk felt that this should be funded in some way, as this group was started by counties. Failed with A. Fowler in favor and G. Boetsch and J. Hyk opposed.**

**\*\*G. Boetsch moved, J. Hyk seconded funding \$2,000.00 for Eastern Maine Development Corporation. Passed by two, with A. Fowler opposed.**

The next Commissioners Court Session will be October 11, 2005.

**A. Fowler moved, G. Boetsch seconded adjourning the meeting. Unanimous.**

Respectfully submitted by *Barbara L. Arseneau*  
Waldo County Clerk